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GOVERNMENT

**FOUNDATIONS
OF SUPERVISION**

UNIVERSITY OF ILLINOIS-URBANA



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ADVANCED
SUPERVISION**

EMPLOYEES

**MANAGEMENT
DEVELOPMENT**

**INTERPERSONAL
COMMUNICATION**

MANAGEMENT

**COMMUNICATION
SKILLS**

sponsored by

**THE MANAGEMENT AND
ORGANIZATIONAL
DEVELOPMENT
DIVISION**

SEMINARS

of the
**STATE OF ILLINOIS
DEPARTMENT
OF PERSONNEL**

GENERAL INFORMATION

The 1977 Management Seminars reflect a new format, sequentially arranged in such a way that training is provided on four levels of management.

For example, a person about to assume responsibilities as a supervisor (or those with less than a year in supervision) may enroll in "Foundations of Supervision." The more experienced supervisor, sensing a need for new viewpoints or a refresher course, may enroll in "Advanced Supervision." Each workshop consists of two action-packed and fact-filled days.

The three-day "Management Development Seminar" addresses itself primarily to professional managers, with concentration on their problems, challenges and goals---and how to provide leadership and support for their employees.

Efficiency and economy in State government--plus expertise in interpersonal relations--are important goals for all employees, particularly those in supervisory and managerial positions. These seminars emphasize such goals and seek to enhance the leadership skills of participants and to explore the behavioral science foundations upon which sound practice is built.

Participation is limited to employees of the State of Illinois. There is no charge for the programs but registrants will pay for coffee and be responsible for their own luncheon arrangements.

All of the seminars described in this brochure meet from 9 a.m. to 4:30 p.m. in room 504 State Office Building, Spring and Monroe Streets, Springfield. Informal attire is suggested.

The Department of Personnel reserves the right to cancel or postpone seminars for which there is insufficient registration.

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Applying for Registration

Registrations are handled by mail. The tear-off application should be returned promptly since some seminars are likely to be oversubscribed. (Classes are limited to 30.)

Please follow carefully the directions on the application form since it will also be used to notify applicants of action taken. Additional copies may be reproduced or secured from the Management and Organizational Development Division.

OTHER OFFERINGS IN 1977

In addition to the programs cited above, thirty-six single day seminars dealing with six specific areas of management will be given throughout the State of Illinois--in Marion, Champaign, Chicago, Elgin, Springfield and Edwardsville. Known as the "Statewide Employee Effectiveness Seminars," they are open to both state and local government personnel. A brochure describing these seminars can be requested from the Management and Organizational Development Division.

The executive level of management is served by the "Administrative and Organizational Behavior Program" consisting of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois. This program is fully explained in a special brochure available by calling the Management and Organizational Development Division: AC 217/782-4896.

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* COURSE DESCRIPTIONS *

FOUNDATIONS OF SUPERVISION

A Seminar Designed TO:

- Familiarize those new in supervision--or those "on the way up"--with the basic responsibilities required of a supervisor.
- Provide new insights in "people management functions"--leadership, communications, motivation and appraisal.
- Teach supervisors to work smarter--not harder --to achieve organizational goals.

Content:

Supervision as an earned responsibility

Cultivating the supervisor's outlook and approach

Traditional and modern concepts of motivation

Assumptions about people

Exercising leadership

Achieving two-way communication

The Planning process

The importance of setting objectives

Work organization and delegation

Appraising performance in terms of goals

Coordination and control functions

Activity vs. results-oriented supervision

Mr. Anderson, Ms. Klutnick, Mr. Bucari, Mr. Hayes

Jan. 6, 7

Mar. 1, 2

May 19, 20

Feb. 3, 4

Apr. 14, 15

June 16, 17

ADVANCED SUPERVISION

A Seminar Designed FOR:

- Experienced supervisors who need to keep abreast of new expectations and requirements for the job of supervising.
- Enhancing the skills of a supervisor as an effective leader, communicator and planner.

(continued on reverse)

(Tear off and mail to pre-addressed office shown on reverse side.)

APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Dept./Agency (If not printed in box) _____

Office phone: AC _____/_____ Title of Seminar _____

Date of seminar _____ Payroll title _____

(Please type or print name and office address within area below. This form will be mailed back to you.)

Note: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected. It must be assumed that those who submit applications have secured their supervisors' approval to attend.

TO THE APPLICANT:

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

(This application may be put in window envelope and mailed to the Office pre-addressed below.)

**Illinois Department of Personnel
Management & Organizational Development Division
Fifth floor, State Office Building
Springfield, Illinois 62706**

(This section for M&OD use only.)

☐

You are accepted and registered in the seminar of your choice.

☐

We are sorry but the seminar was filled prior to receiving your application.

☐

We regret that this seminar had to be cancelled/postponed

Remarks:

- Techniques in developing a work climate which will foster job effectiveness through team effort.

Content:

Objectives of organizational communications
 What a good communications program requires
 Leadership styles--models and meanings
 Training as a leadership function
 Human relations, morale and discipline
 Building a favorable organizational climate
 Some standard personnel practices
 Affirmative Action and collective bargaining
 Projective planning and priority setting
 Formulating meaningful objectives

Mr. Anderson, Ms. Klutnick, Mr. Bucari, Mr. Hayes

Jan. 25, 26

Mar. 17, 18

May 26, 27

Feb. 17, 18

Apr. 21, 22

June 23, 24

MANAGEMENT DEVELOPMENT

A Seminar Designed FOR:

- Managers whose scope of responsibility requires a broad understanding of organizational goals and how to achieve them.
- Developing expertise in the application of behavioral science concepts and techniques to managerial problems and processes.
- Determining and analyzing participants' management styles in their current job assignments.

Content:

Managers are in the "people business"
 Problem solving and decision making
 The Management Style Grid
 Human nature and organizational realities
 The purpose and scope of organizational development
 Motivation and job enrichment
 Staffing for organizational strength
 Employee counseling and evaluation
 Modification of objectives through periodic review

The cost-conscious manager
Affirmative action administration and compliance
The grievance procedure and union contract administration

Mr. McDonald, Ms. Smithey, Ms. Klutnick,
Mr. Anderson, Mr. Bucari, Mr. O'Donnell

Jan. 3,4,5,	Apr. 25,26,27
Feb. 8,9,10	May 11,12,13
Mar. 23,24,25	June 29,30 & July 1

INTERPERSONAL COMMUNICATION

State employees on all levels who desire to improve their communication skills should profit from this seminar. Lectures, visuals and group activities center on developing interpersonal relationships, listening ability, non-verbal and face-to-face communications. Barriers to effective communication--and how to overcome them--are discussed.

Mr. Bucari, Ms. Klutnick, Mr. Hayes, Mr. McDonald

Jan. 12,13	Mar. 3,4	May 5,6
Feb. 22,23	Apr. 28,29	June 2,3

COMMUNICATION SKILLS

Communicating effectively has sometimes been cited as the most important function of supervisors and managers. This workshop deals with both oral and written communication. Correct usage, style and format for business letters and reports constitute one unit. The second part stresses principles of effective speaking, including organization of presentations, voice modulation, use of notes and visual materials.

Mr. Browning, Mr. Hayes

Jan. 10,11	Mar. 7,8	May 3,4
Feb. 1,2	Apr. 4,5	May 31 & June 1